



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

MAY 20 1998

Marcia Allina, Treasurer  
New York State Democratic Committee  
60 Madison Avenue, Suite 1201  
New York, NY 10010

Identification Number: C00143230

Reference: Year End Report (7/1/97-12/31/97)

Dear Ms. Allina:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Your EVENT YEAR-TO-DATE calculations for Administrative/Voter Drive are incorrect. The EVENT YEAR-TO-DATE totals for the Watermill Event, Hobart Lunch, Fall Victory Lunch, Holiday Party and Bridgehampton fundraising events were omitted. EVENT YEAR-TO-DATE totals for administrative and voter drive costs are derived by aggregating all disbursements during the calendar year for the whole Administrative/Voter Drive category. EVENT YEAR-TO-DATE totals for fundraising, direct candidate support, and exempt activities are derived by aggregating all disbursements during the calendar year within a specific event. These should be calculated by adding the latest disbursement for a category or event to the previous EVENT YEAR-TO-DATE total for that category or event. This running EVENT YEAR-TO-DATE total should be disclosed after each disbursement is listed. Please amend your report by providing the correct EVENT YEAR-TO-DATE totals.

-Your report includes computer produced formats of Schedules H4. Computer produced formats may only be used upon prior approval of the Commission. You should submit a separate sample format with a cover letter requesting approval. Until your format has been approved, FEC forms must be used. 11 CFR §104.2(d)

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 694-1130.

Sincerely,

A handwritten signature in black ink, appearing to read 'Donald L. Averett', written in a cursive style.

Donald L. Averett  
Senior Reports Analyst  
Reports Analysis Division

